



Position Announcement

Director of Organization Development New York Forest Owners Association (NYFOA)

NYFOA is a non-profit corporation, founded in 1963 to promote sustainable forestry practices and improved stewardship on privately-owned woodlands in New York State. NYFOA also represents the interests of private forest owners to governmental and non-governmental entities. For additional details about our organization see www.NYFOA.org.

NYFOA is seeking a professional to work on a part-time basis, assisting our volunteer Board of Directors, Standing Committees and regional Chapter leadership in maximizing operational effectiveness. The applicant will be called upon to advise the Board regarding organizational structure, procedures and controls, but the primary emphasis will be support for the ten regional Chapters. This will include coaching Chapter leadership on best management practices for recruiting, training and motivating volunteers, and optimizing Chapter organization and procedures for maximum effectiveness. A secondary objective is to work with the Board and Chapters in the development and implementation of programs to increase NYFOA membership. Over time, additional responsibilities may be assigned by the Board.

Applicant must possess excellent communication and leadership skills, have extensive experience working effectively with volunteers, and be familiar with various organizational models suitable for the management of non-profits. A familiarity with natural resource issues and organizations is highly desirable. A successful applicant will be expected to travel and meet with leadership of each of the ten NYFOA Chapters at least once during the first several months on the job, and to attend the three Board meetings held each year, most often conducted in Syracuse.

The Director of Organization Development will have a contractual relationship with NYFOA, provide their own office space and equipment, follow a flexible work schedule, and report to the NYFOA President. Contractual compensation can range up to \$35,000 per year, depending on qualifications and time available to pursue the responsibilities of the position. A travel expense budget of up to \$10,000 per year will also be provided.

Direct requests for additional information, application letters and resumes to NYFOA Personnel Committee, info@NYFOA.org, or PO Box 541, Lima, NY 14485.